



# POLICY

---

COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF WORKFORCE INVESTMENT  
(502) 564-7456

**POLICY NAME: Local & Regional Plans**

**Policy Number: 21-007**

**Date of Issue: 2/1/2021**

**Effective Date: 2/1/2021**

**Applies /Of Interest to: Chief Local Elected Officials (CLEOs)/Local Elected Officials (LEOs), Local Workforce Development Board (LWDB) Members, Workforce Directors, Kentucky Career Center (KCC) Staff and Local Workforce Development Area (LWDA) staff**

**For further information contact:**

**Email: [complianceunit@ky.gov](mailto:complianceunit@ky.gov)**

---

**PURPOSE:**

This policy provides guidance and clarification to the LWDBs for constructing their Local and Regional Plans consistent with the State Plan, the process for completion and timeframes for submittal.

---

**POLICY:**

Under WIOA sec. 108 and 20 C.F.R. §679.500-580, each LWDB must, in partnership with the appropriate chief elected officials, develop and submit a comprehensive 4-year Local and Regional Plan to the Governor or the designee, Department of Workforce Investment (DWI).

These Plans must identify and describe the policies, procedures, and local and regional activities that are carried out in the local area and designated regions in the Commonwealth of KYs, consistent with the State Plan. The four Planning Regions were identified and established in the 2015-421 Executive Order, consistent with WIOA Sec. 106(a). These planning regions, were than adopted by the Commonwealth in the 2016, 2018 Modification, and 2020 WIOA State Plan. If the local area is part of a planning region, the LWDB must prepare and submit a Regional Plan in addition to the Local Plan. The KY Local Workforce Development Areas (LWDA) and designated regions are:

EKCEP and TENCO-**East Region**

West KY and Green River-**West Region**

South Central and Cumberlands-**South Region**

Kentuckiana Works, Lincoln Trail, Nortern KY, Blugrass-**Central Region**

The LWDB must provide an opportunity for public comment on the development of the Local and Regional Plan or subsequent plan modifications before submitting the plan to the Governor. To provide adequate opportunity for public comment, the LWDB must:

- (1) Make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media;
- (2) Include an opportunity for comment by members of the public, including representatives of business, labor organizations, and education partners;
- (3) Provide a 30 day or less public comment period, on the plan before its submission to the Governor. The time-frame of the comment period will begin on the date on which the proposed plan is made available to the public, prior to its submission to the Governor;
- (4) Submit all comments received, whether the comment expresses support or disagreement, with the packet submitted to the Governor along with the plan.
- (5) Consistent WIOA sec. 107(e), 20 C.F.R. §§679.520 and .570, the LWDB must make information about the plan available to the public on a regular basis through electronic means and open meetings.

#### **REGIONAL AND LOCAL PLAN CONTENT:**

20 C.F.R §679.540 states that for all practical purposes, all regional planning undertaken under 20 C.F.R §679.510, also must incorporate all local planning requirements found in WIOA Sec.108(b)(1)–(22), 20 C.F.R. §679.550.

WIOA Sec. 106(c)(2) and 20 C.F.R. §679.510 specifies that a Regional Plan “incorporates Local Plans for each of the LWDAs in the Planning Region.”

- Individual LWDAs will complete a Local Plan for their designated LWDAs which will then be incorporated into the Regional Plan; and
- All Local Plans from LWDAs within a Planning Region must contain the Regional Plan’s combined section and reference the separate LWDA local plans outside of their own LWDA to avoid duplication.

#### **SUMMISSION PROCEDURES:**

This information should be used to develop local and regional planning documents for the each of the LWDA and Regions previously listed.

- Each local and planning regions should submit their Plans using the Attachment labeled Guidance to DWI on or by April 30, 2021, after the requisite 30-day period and procedure for public comment.
- Only one copy of the Regional Plan is submitted by the WIOA Planning Region.
- One LWDA should be designated to submit on behalf of the region.
- The LWDA CEOs, Chairs and LWDB Directors of the region must be identified in the cover letter

of the Regional Plan.

- The regional plan agreement signatory page(s) should be included with the Regional Plan.
- The Regional Plan must include a copy of the Local Plan for each of the LWDA's in the region.
- The Regional Plans must be submitted electronically in an Adobe portable document file (.pdf) to [DWI-complianceunit@ky.gov](mailto:DWI-complianceunit@ky.gov).

#### **REVIEW PROCESS:**

- DWI will review Local and Regional Plans within 90 days of receipt, and a written response will be sent to the CLEO, Chair, and LWDB Director that is designated as the point of contact for the submission on behalf of the region.
- All CLEOs, Chairs, and LWDB Directors from the participating LWDA's will receive copies of the correspondence.
- If DWI Division of Technical Assistance finds deficiencies that are inconsistent with the State Plan, those deficiencies must be addressed within 30 days, before the plan will be approved.
- A final approval letter will be issued once all of the requirements are fulfilled and deficiencies are addressed. Final approved Local and Regional Plans must be posted on the LWDB websites in the region.

#### **IMPLEMENTATION:**

Local and Regional Plans should be implemented from FY22-FY25. Fiscal Year 2022 begins July 1, 2021. All future plans will be submitted every 4 years thereafter and any subsequent plans with updates/modifications as needed should be submitted to DWI every 2 years. NOTE: Subsequent plans will be reviewed but correspondence from DWI will only be sent if there are deficiencies detected otherwise the subsequent plan should be considered automatically approved by the LWDA and/region on the 91<sup>st</sup> day of receipt.

---

#### **REFERENCE:**

WIOA Section 106(c)  
WIOA Section 107(e)  
WIOA Section 108  
20 C.F.R. § 679.500-679.580  
TEN\_21-16

---